



PREP File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Received By (Planner's initials) \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

## ***PREP (Pre Review Entitlement Process)***

### **KICK OFF MEETING SUBMITTAL FORM**

**with the Technical Committee**  
**Development Services Center**

**NOTICE:** Materials delivered by courier or by mail **will not be accepted.**

**Proposed Title:** \_\_\_\_\_

**Description of Proposal:** (Include proposed square footage, use, type of construction) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### **Applicant:**

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Address City State Zip

#### **Property Owner: (list multiple owners separately)**

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Address City State Zip

#### **Contact Person (list if not the same as applicant)**

\_\_\_\_\_  
Name Phone No. Fax No.

\_\_\_\_\_  
Address City State Zip

#### **Location of Proposal:**

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Lot Number: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Range \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_ ¼ Section \_\_\_\_\_

#### **Authorization:**

The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Name Date

For staff use only

## **PURPOSE OF PREP REVIEW**

The purpose of PREP is to work with applicants on a preliminary basis, prior to formal application, to assist them in achieving a code-compliant application. The goal of this process is to eliminate the City's need to request additional information, which creates the need for resubmittals, further City review, and extends project approval dates. By achieving this goal and working with applicants on a preliminary, informal basis to reach code compliance, the Technical Committee is then able to either approve, or recommend approval of the project at its first review.

Unlike the standard pre-application meeting review process, the PREP review is intended to be a detailed and exhaustive review of the proposed project. While initial plans submitted may be of a conceptual nature, Review Staff will work with the Development Team directly, on an iterative basis, to identify and resolve all code compliance issues so that the Development Team will ultimately provide an end product that includes all sufficient detail demonstrating that the project meets all applicable codes and regulations. The Development Team is expected to be responsive in providing increasingly detailed and accurate plans (as identified in the applicable PREP submittal requirements) to the City Review Team members with each new iteration until all required plans and documents required for an application are deemed ready for approval or recommendation of approval of the proposal by the City Review Team.

## **PREP REVIEW PROCESS**

The PREP process requires submittal of plans prior to the PREP Kick-Off Meeting. The plans must be submitted ahead of time to give Review Staff the opportunity to review the plans in preparation for the meeting. There is a fee for a PREP Submittal. This fee will be applied toward the land use application fee **if the land use permit is filed with the City within 90 days** of the PREP Submittal. Please see the most recent fee schedule for the applicable fee. There is an additional pre-application fee for a separate Pre-Application meeting before the City's **Design Review Board**. (See Pre-Application Conference with the Design Review Board application and instructions.)

## **APPLICATION REQUIREMENTS AND PROCEDURES**

To schedule an PREP Kick- Off Meeting, submit the following to the Development Services Center:

- Completed PREP Kick Off Meeting Submittal Form (this form) and
- **Seven (7)** copies of the Preliminary Site Plan (see site plan requirements below).
- **Seven (7)** copies of a written narrative or one (1) set of photographs (optional)
- **Seven (7)** copies of a list of questions for staff (optional)
- **Seven (7)** copies of the signed Memorandum of Understanding
- **Seven (7)** copies of all other documents that are submitted with the application

Preliminary Site Plans, submitted on sheets a **minimum of 11 x 17 (22" x 34 preferred) plus seven (7) copies of a reduced plan to 8 ½" x 11" must be submitted**. Plans must of a size and scale to be legible to review staff. The following items are guidelines for the preparation of the Preliminary Site Plan:

- a) Applicant's name, address, and phone number.
- b) North arrow, scale and date.
- c) Dimensions of the parcel(s).
- d) Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
- e) Location and width of existing and proposed easements for access, drainage, utilities, etc.; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
- f) Proposed street right-of-way dedication (if applicable).
- g) Proposed phasing (if applicable).
- h) Any watercourse (stream, drainage, etc.) on or adjacent to the site.
- i) All Critical Areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site.
- j) Location of all fire hydrants within 500 feet of the property.
- k) Location of all utility poles, streetlights, etc., in the public right-of-way adjacent to the site.
- l) General location of significant trees (6" or greater in diameter at breast height and in good health).
- m) Conceptual water, sewer and stormwater design (if known)
- n) Proposed building footprint and parking layout

For complex projects it may be helpful to provide a short written narrative describing in detail the proposed development, including uses, and how it will comply with the applicable review criteria. This narrative should also discuss how necessary services/facilities are, or will be available to serve the proposed development.

Upon submittal of the above materials, staff will schedule a PREP Kick-Off Meeting to take place as soon as possible, but no earlier than 5 days after receipt of the plans. All design professionals should be in attendance at the Kick-Off Meeting.

The purpose of the Kick-Off Meeting is to present an overview of the project, identify Development Services review staff, further explain and answer questions about the PREP Review Process, receive initial staff feedback regarding code compliance, additional information and application intake requirements, establish turnaround times for the applicant and Development Services staff and provide application submittal and fee requirements for formal application. Staff will be in contact with you to receive an agenda accordingly.